

A. Activity Setup (MM Option A)

First “Setup Activity” Screen:

- 1. Type in Project Number and Program Year or press <F2> to select project from list.
- 2. Type in Activity Name and other information and press <Enter>.

Second “Setup Activity” Screen:

- 1. Check the HUD Matrix Code and other questions.
- 2. Program Income: Y or N
- 3. Environmental Field: blank or A-D
- 4. Other Entity or CHDO: Y or N

Third “Setup Activity” Screen:

- 1. Activity Status Code: (Default = 4 - Funds Budgeted.)
- 2. Accomplishment Data: Press <F1> at the Proposed field, select one of the 13 choices. For Units, type the number of persons, youth, households, etc. served. The Actual fields should be filled in after units have been completed.
- 3. Fill out Accomplishment Narrative as you obtain results.

Fourth “Setup Activity” Screen (the “Money” Screen):

- 1. Type in the estimated amount for the activity from all sources.
- 2. To go directly to the program completion screens, type X next to the Program name; otherwise, press <F4> to return to the Main Menu.

B. Revise Activity Setup (MM Option B)

- 1. Type in Project Number and Program Year or press <F2> to select project from list. Press <Enter> to display all activities under project.
- 2. Type X to select Activity and press <Enter>.

First “Setup Activity” Screen:

- Change any incorrect information.

Second “Setup Activity” Screen:

- Change any incorrect information.

Third “Setup Activity” Screen:

Update information about the proposed accomplishments for the activity for this program year, entering the actual accomplishments as the activity progresses toward completion.

- 1. If necessary, update the Activity Status Code.
- 2. When you first see this screen during a session, it displays the most *recent* accomplishment data. To view older data, press <Shift-F7> to page backward or <Shift-F8> to page forward.
- 3. To add a new accomplishment, press <Shift-F11>. (See the steps under Activity Setup for a description of the fields.) If the accomplishment is for a different program year, *change* the year before saving the new data with <F9>.

Fourth “Setup Activity” Screen (the “Money” Screen):

- Revise the estimated amount for the activity from all sources.

C. Activity Funding (MM Option I)

After an activity is set up, you *commit* the funds from each grant, subgrant, or subfund that is funding the activity. You cannot fund an activity

for more money than you budgeted on the Setup Activity *Money* Screen (C04MA08).

Viewing Activity Funding (MM Option I 01)

- Select an activity and view the funding information.

Committing Funds (MM Option I 02)

- Select Project <F2> then select the activity or type in the HUD activity number.

First “Maintain Activity Funding” Screen

- Select the Program and Fund Type.

Second “Maintain Activity Funding” Screen

- Designate the amount of funds (by program year, if you like). Remember, based on FIFO rules, funds are drawn down from the oldest grant first, regardless of year.

D. Drawing Down Funds (MM Option D)

Remember, you can draw down funds only after they are committed.

Step 1: Authorization

IDIS knows which grants, subfunds, or subgrants to use to create the voucher based on the “grantee” you authorize.

- 1. At the Drawdown Menu, type 01 and press <Enter>.
- 2. Type X next to IDIS Entitlement Grantee, CHDO, or Other Entity to authorize. Press <Enter> twice.

Step 2: Create Drawdowns

You must know the activity number(s) from which you will be drawing down funds. Option

03, View Activity Funding Details, lets you view all your activities and their activity numbers.

- 1. At the Drawdown Menu, type 04 and press <Enter>.
- 2. If you want this drawdown request to be submitted to LOCCS on a future date, type the date.
- 3. Enter the activity number(s) for up to 15 line items and press <Enter>. You *cannot* mix CHDO Reserve activities (Fund Type = CR) with other types of activities.
- 4. The system displays the first four activities. If the activity is funded by more than one CPD program, for example, CDBG and ESG, you will see a line item for each program. Select the correct program to drawdown the funds.

Type the amount (in dollars and cents) to be drawn down from the grant, subgrant, or subfund for the first line item. Press <Tab> to go to each subsequent line item.

- 5. When you have completed the entries on *this* screen, press <Enter> to save the amounts you entered. (If you don't press <Enter>, the system *will not* save the amounts.)
- 6. If you have more than four activities, press <Shift-F6> to see the next set of four activities. Repeat Steps 4-6 until you have entered draw amounts for all activities displayed.
- 7. Press <Shift-F8> to create the voucher.
If all activities are properly funded, the system will prompt you to press <Shift-F8> again and you will see a voucher number displayed at the bottom of the screen; otherwise, you will see an error message that one or more activities either do not exist or have not been properly funded.

Step 3: Approve Drawdowns

This option allows authorized persons in the Grantee's organization to approve one or more (or all) line items on a voucher request created on the Create Drawdowns Screen (C04MD11). All voucher line items approved the same day will be submitted to LOCCS in the same batch for electronic payment.

- 1. At the Drawdown Menu, type 06 and press <Enter>.
- 2. Type the Date, Activity Number, or Voucher Number to limit the number of vouchers to display and press <Enter>.
- 3. Type A next to each voucher line item with a status of *Open* that you want to approve and press <Enter>.
- 4. At the Voucher Confirmation Screen, type Y if you want to approve all line items. If you leave N (the default value) and you have multiple line items, after you press <Enter>

the system will display a list of all the line items on the voucher.

- 5. To change the date a line item is submitted to LOCCS for disbursement, type a future date over the date displayed.
- 6. To approve the line item, type A in the SEL field.
- 7. After you press <Enter>, the system will display a list of only those line items on the voucher that you approved and prompt you to confirm the approval.

E. How Grantees Download and Print a Report (MM Option E)

- 1. At the Reports Menu, type 01 and press <Enter>. The first report screen is displayed.
- 2. Type X next to each report that you wish to download and I under the Priority category to indicate that the report is to run immediately.
- 3. Press <Enter> to save any reports you selected on this screen. It takes three screens to display all reports; use <Shift-F6> to page forward to select additional reports. Repeat steps 2-3 until you have selected all the reports that you want to run.
- 4. Press <F9> to submit the reports request. The message "Reports Submitted" should appear at the bottom left of the screen.
- 5. Press <F8> to display the Reports Status screen.
- 6. Type D next to the reports that have a "ready" status, and press <Enter>. The report will be automatically downloaded to the root directory (C:\) of your PC.
- 7. Use your <Alt-Tab> key to toggle back to your Program Manager (Windows). Go to your WordPerfect or Word Application and open the report as a file. Then select the whole report (Select All), and change the font

style to **Courier** and the font size to 9. Finally, make sure that you are printing in "landscape."

F. Helpful Tips

Colors Have Meaning

Blue	You cannot change data
Green	You can type in data
White	Message from IDIS
Yellow	Message from IDIS
Red	Requires entry in this field

If System Locks

If you get disconnected from the mainframe: Press <Alt>+<Q>.

Invalid user ID or password message: At new screen, retype ID or password.

"Working, working" message on too long: Press <Ctrl>+<Break>, then <Alt>+<Q>.

You get a program error message: Press <F7> or <F4>. If message still appears, press <ALT>+<Q>.

Function Keys

<F1>=Help <F3>=Saves data <F4>=Main Menu
<F7>=Moves to previous screen
<F8>=Moves forward without saving

**Quick Reference Card
For IDIS**

**Activity Setup/Revise
Activity Funding
Drawdowns
Reports
Helpful Tips**

Key Contacts

ID/Password Reset 202-708-3300, Option 3

SprintLink IDs/Passwords

Call your Field Office

IDIS Hotline 800-273-2573

Logging On

- 1. Under the Consolidated Plan group, double click on the SprintLink 2.0a icon.
- 2. Type in your SprintLink ID and password. Click **OK**.
- 3. Type in your IDIS User ID and password. Press <Enter>.

Navigation Keys

<Tab>	Moves to next field
<Shift>+<Tab>	Moves up screen
<Enter>	Saves what you typed
<End>	Deletes all data in that field
<Spacebar>	Deletes characters in a field
<Home>	Return to initial cursor location
<Alt>+<Tab>	Switch to other Windows applications or back to IDIS